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ABSTRACT

Designed for use by elementary and middle school students, this computer flip book contains the exercises for each lesson in a 30-lesson keyboarding program, a brief outline of the development of writing devices, and exercises for 25 bonus lessons. For each lesson, the flip book provides a keyboard diagram with the keys that have been introduced and practice exercises. The primary instructional objectives are to teach students how to: (1) keyboard from a correct position; (2) identify the names for the fingers to be used to keyboard; and (3) locate the most frequently used keys with the correct finger. No special software is needed for instruction, and students can enter the lessons on a paper keyboard template, typewriter, blank computer screen, or any word processor. The program can be used in conjunction with a commercial software program; this version of the flip book is designed to be used with the "MECC (Minnesota Educational Computing Corporation) Keyboarding Primer" (for the Apple only). (EW)

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ED291342

Keyboard Success

Computer Flip Book

MECC Version

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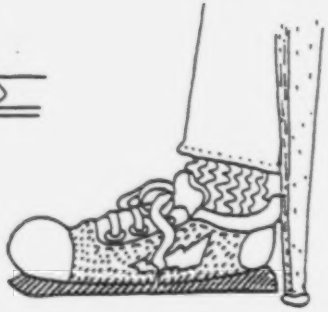
Lesson 1

1
CLEAR
work area

2
FEET
and chair
flat on floor



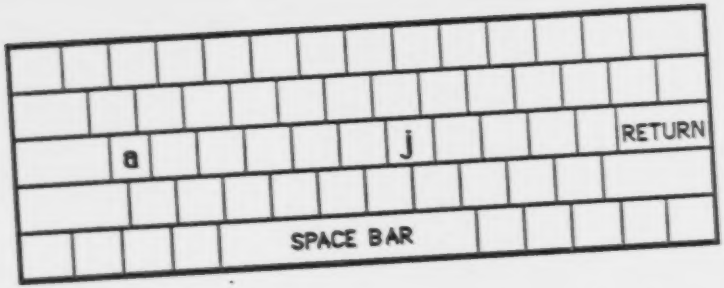
3
SEAT
one hand
span away

4
FINGERS
-wrists flat
-fingers curved
-tips on keys

HISTORY OF WRITING DEVICES

- Ancient writers used sharp-pointed reeds to write on clay tablets.
- As early as 56 A.D., quill feathers from geese, swans, and crows were used as pens.

Lesson 2



A. aaa jjj aaa jjj aaa jjj aj aj ja ja a ja

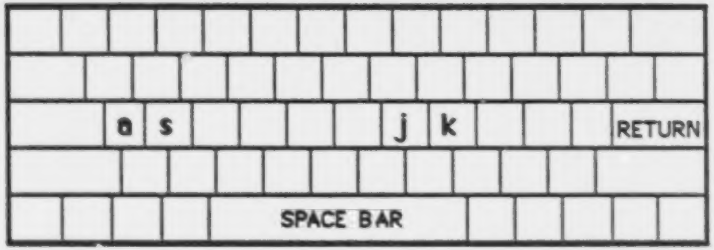
B. ja ja ja aj aj aj a ja a ja jaa jaa jaj jaj

C. jaa jaa jaa ajj ajj ajj jaj jaj jaj aja aja

- In 1040 A.D., Pi Sheng, a Chinese scholar, printed pictograms from individual blocks of wood.

- In 1440 Johann Gutenberg, a German printer, developed moveable metal type.

Lesson 3



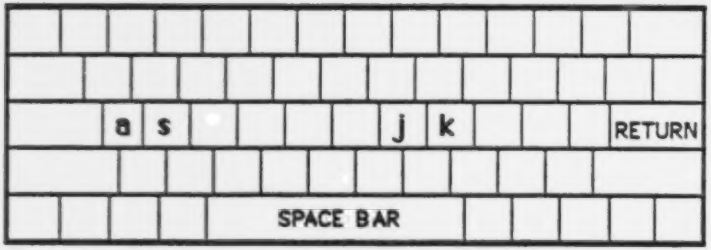
A. jak a jaks sak sks aks aka ksk jka jaj

B. sass jak ask a sak as a ask a as a ask a

C. kass asks ask kass jask sass kass jass

- The first pencils were made in England in 1564.
- Steel point pens were invented in 1780, fountain pens in 1884 and ball point pens about 1944.

Lesson 4



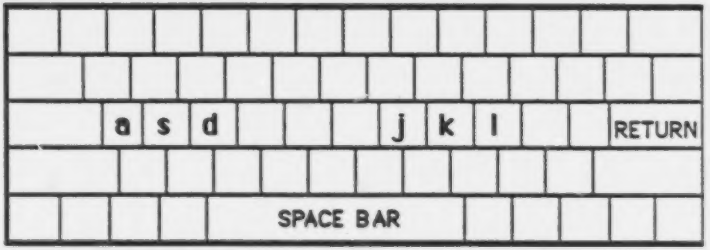
A. ask a as a ask a as a sak a sak kak

B. sass kas sass jass kass kjk ksk kak

C. ak ak jak jak sak sak ask ak ask kass

- In 1868 three Americans received a patent on a device called a "typewriter."
- Electric typewriters were used in 1920.
- The first word processors were developed in the early 1970's.

Lesson 5



A. lass adds a salsa salad a sad dad

B. alas a dallas a sad kass ads a lad adds

C. ask lads ask a lass all dads add salsa

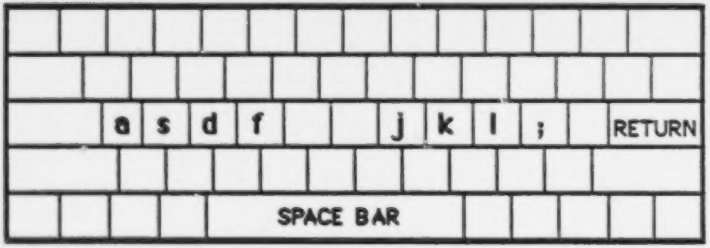
Bonus Lesson 6

dads flask; as a lad; sass a lass; salal;

salal salads; all fall; a fall ad; flasks fall;

a sad lad falls; a lads salsa salad;

Lesson 6



A. ask dad; ask a lass; dads salads; as ads;

B. a fall fad; a flask falls; fall flasks;

C. ask all lads; dads fads; salad fads;

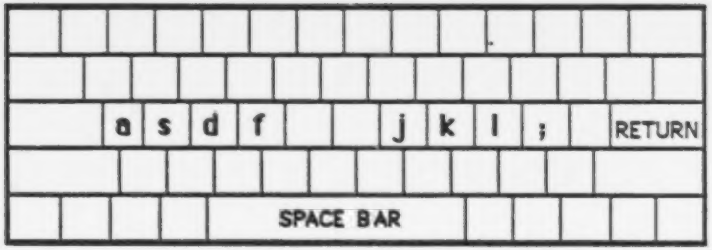
Bonus Lesson 7 Keyboarding Rate

A. all lads salsa salad; ask lass

B. flasks fall; sad Jak; all alas

C. dad adds salsa; lads alas dads

Lesson 7



A. ask dad; ask a lass; a lads salal salad;

B. fall flasks; fall fads fall; a fall fad;

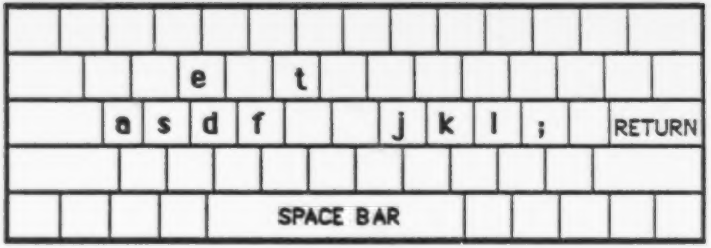
C. a sad lass falls; alas a lad; salad fads;

take a steel ladle; sell a safe sled;

eats less salt at last; flee a teased flea;

sees a deed; fed a fake eel; a state;

Lesson 8



A. seek a deal; felt lead feet; a safe seal;

B. takes a fast fast jet; tells tall tales;

C. taste a feast; feed a fat elk; sell seeds;

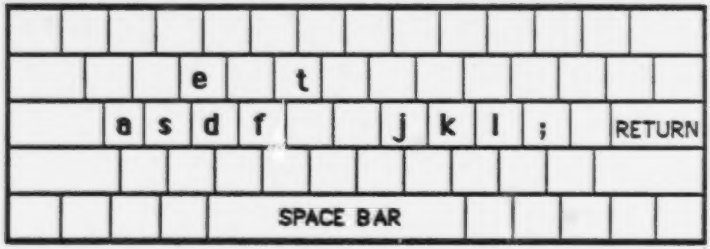
Bonus Lesson 9

take a fake eel; eels eat; tease seals;

see fast elks led east; tell a deaf elf;

seek a safe fleet; eat a feast at least;

Lesson 9



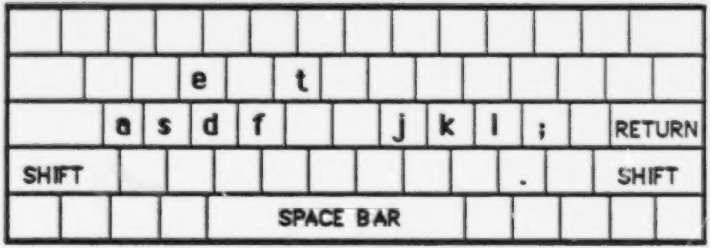
A. eat less taste less; dad led elks east;

B. stated dates; stalled dead; stale steak;

C. at a steak sale; felt a faded leaf fall;

Jade feels fast. Jade leads Kae. Ed teases Kae. Sad Kae fell. Ed dates Jade. Sad Kae steals Ed. Sad Jade...

Lesson 10



A. Ella fed Jeff eel steak. Stella feels late.

B. Dee dated Dale. Tea sales teased Kate.

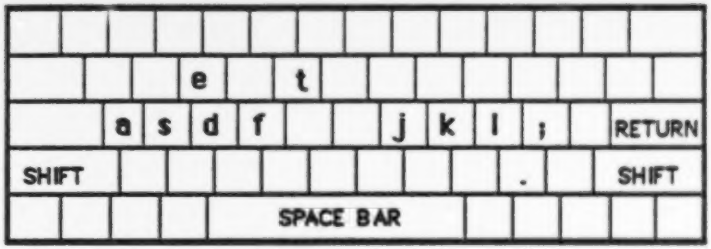
C. Dale Lee Ladd talked fast as Jed fell.

A steel jet stalled. Steel jets feel safe.

Steel jets at least stall less. Steel jets sell fast.

Steel jets lead sales.

Lesson 11



A. Dad talks least. Stella eats salsa steak.

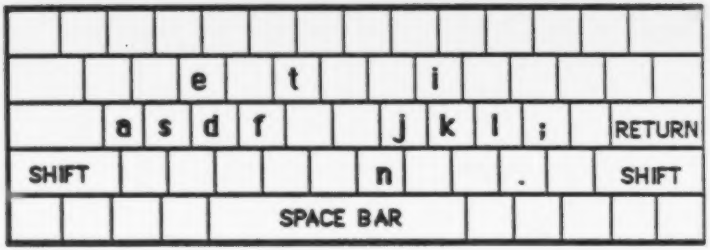
B. All salads taste fake. Jeff feels safe.

C. Alas all lads skate fast. Take a jet.

Bonus Lesson 12

Dennis finds nineteen fat ants in a little tent. Nan sniffs and sees a snake. A snake takes nineteen ants and eats a fast feast.

Lesson 12



A. Nadine dents a knife. Kent likes a tent.

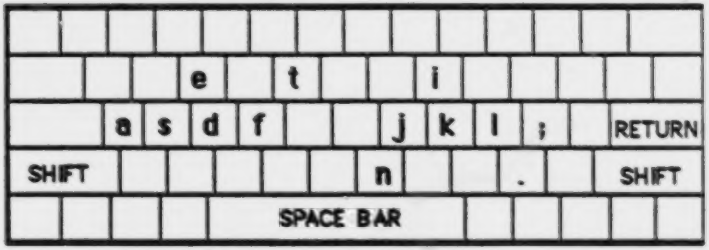
B. Dennis still likes nine fast satellites.

C. An Indian attends an elk feast at nine.

Bonus Lesson 13

Kit is kind and lends Jed a sled. Jed slides a sled and dents it. Jed sent Kit fast skates instead. Kit liked a deal and skated at a field.

Lesson 13



A. A needle lands in a little tent Dan likes.

B. Kit lent Janie a fast teak sled instead.

C. Nina takes all sandal sales at nine.

Bonus Lesson 14

Is Anna in a tent? Is an ant in a tent?

Ken sent a snake, a snail and an eel in a tent.

Ten ants left fast.

Lesson 14

			e		t			i						
		a	s	d	f			j	k	l	;		RETURN	
SHIFT							n			,	.	?	SHIFT	
				SPACE BAR										

A. Dennis, is Nadine ill? Is it dead?

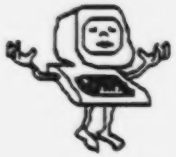
B. Did Janet eat a needle? Is it still?

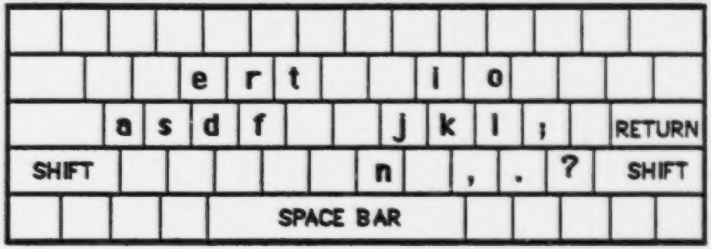
C. Anna, is Stan nineteen? Is Dan nine?

Bonus Lesson 15

Rita is interested in national rodeos. Rita reads riddles at rodeos. A rider tossed reins at Rita. Rita roared as darkness set in.

Lesson 15





A. Forrest and Rona are at a front door.

B. Rita ran errands for Dr. Ronald Reed.

C. Rod doodled on a ton of noodles.

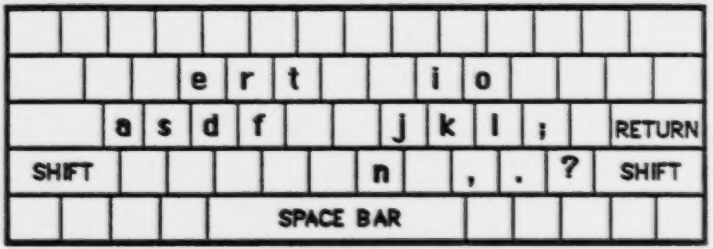
Bonus Lesson 16 Keyboarding Rate OPTIONAL

A. Sal sees seeds. A leaf fades.

B. Jed tastes a late steak feast.

C. Jade feels safe at Steel Lake.

Lesson 16



A. Does Dr. Rone reorder different tools?

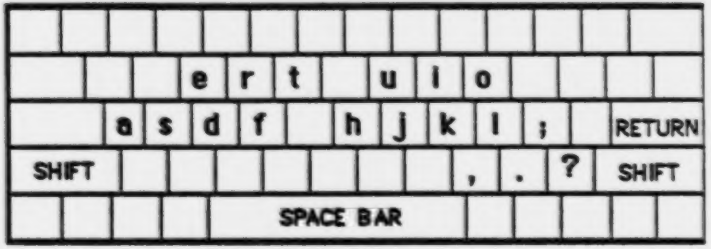
B. Did Rita learn to start to read sooner?

C. Olaf also took a red, red rose to Rena.

Bonus Lesson 17

Hannah heard a loud, shrill noise under the roses. She ran to the roses and then sniffed the odor of a skunk. She shouted to Hans not to run there.

Lesson 17



A. Is Sue tired due to a fun run to Hunt Lake?

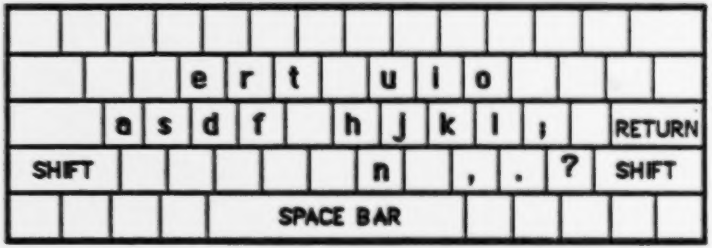
B. She heard that Harold had all the fish.

C. Hank is unsure of the handle on his ukelele.

Bonus Lesson 18

John is a tourist in Tunisia. This is his fourth tour. He hunts for unusual houses. He has to find a haunted house soon.

Lesson 18



A. Aunt Lou just used unusual, loud sounds.

B. Hank Hart untied his dreadful hair.

C. Heidi shouted that Hans hates houses.

Bonus Lesson 19

Carol cheers for Colin at his soccer score. Colin ate pickles at the picnic. It is cold. Carol had her purple jacket.

Lesson 19

			e	r	t		u	i	o	p				
	a	s	d	f		h	j	k	l	;		RETURN		
SHIFT			c			n		,	.	?	SHIFT			
				SPACE BAR										

A. Carol eats cake and popsicles at Chucks.

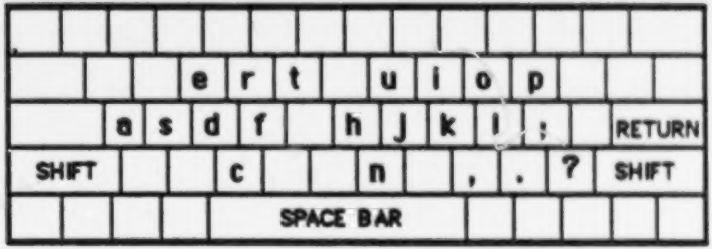
B. Peter picked a peck of pickled peppers.

C. Rick Raccoon picks purple pockets.

Bonus Lesson 20

Peter spotted a letter of clues at the Piper Cafe. He prepared to crack the code. It said that curious persons should picnic at the pool.

Lesson 20



A. Cal cleans crackers stuck on the couch.

B. Carol put a purple puppet in her pocket.

C. Did Pearl pass those pitiful peas?

If you mention Monster Cookies to Sammy Smith, he yells to hand him some. Mom hands our family cookies on a tray if you ask her nicely.

Lesson 21

A. Mama melted marmalade. Make mine lime.

B. Yesterday, you only rode to Yuma City.

C. Mary Murphy read my mystery on Monday.

Melody looked at monsters, mayhem and mysteries at the theater. She hummed a monsterous musical tune. She played the melody rhythmically.

Lesson 22

			e	r	t	y	u	i	o	p				
	a	s	d	f		h	j	k	l	;		RETURN		
SHIFT				c			n	m	,	.	?	SHIFT		
					SPACE BAR									

A. Mama made Molly muffins. Mark murmurs.

B. My family stays at the Y.M.C.A. in Yakima.

C. Mom put mayonnaise in my yummy ham salad.

Bonus Lesson 23 Keyboarding Rate OPTIONAL

A. Hank sank shoes under the sea.

B. Did father let Jill finish it?

C. Hal tried to eat his truffles.

Lesson 23

		w	e	r	t	y	u	i	o	p			
	a	s	d	f	g	h	j	k	l	;		RETURN	
SHIFT			c			n	m	,	.	?	SHIFT		
				SPACE BAR									

A. Wayne wondered when Willy went to work.

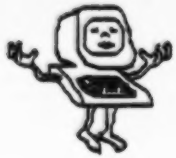
B. George dodged a gaggle of wiggling geese.

C. Ginger wiggled and waggled when Gloria won.

Bonus Lesson 24

Willie Wonka often goes to Washington to see his cousin Ginger. They go swimming at a great waterfall. Wednesday, they will see a circus with giraffes and monkeys juggling gold rings.

Lesson 24



A. Who was watching Wendy as we wrote songs?

B. Ginger is going at the sound of the gong.

C. Which wool sweater will Gene wear in Waco?

Bonus Lesson 25

Vivian has a pet viper that belongs at home. Her brother said that her viper usually avoids leaving home. Rob believes the viper blends in with the broken rocks.

Lesson 25

		w	e	r	t	y	u	i	o	p				
	a	s	d	f	g	h	j	k	l	;		RETURN		
SHIFT			c	v	b	n	m	,	.	?	SHIFT			
				SPACE BAR										

A. Bob hobbled to the scrabble board. Bud bites.

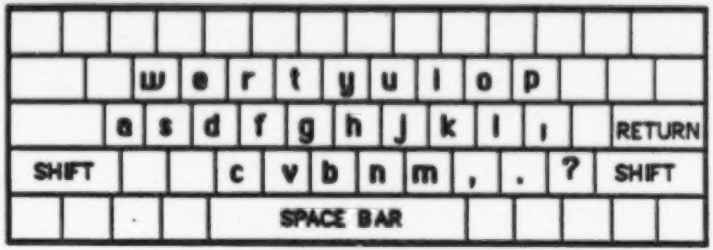
B. Vivian and Steve will vote for Val.

C. Big, black bumblebees vanish in November.

Bonus Lesson 26

Save your bucks. Seven becomes seventeen and seventeen becomes seventy. Remember to bank your bucks.

Lesson 26



A. Babies babble and black bumblebees bite.

B. Vivian improved seven very vulgar verses.

C. Vicky avoids caves near live volcanoes.

Bonus Lesson 27

Queen Alexis requires frequent vacations. Her next explorations will be to Texas, Mexico, Quebec, Alexandria and San Quentin.

Lesson 27

	q	w	e	r	t	y	u	i	o	p				
	a	s	d	f	g	h	j	k	l	;		RETURN		
SHIFT		x	c	v	b	n	m	,	.	?	SHIFT			
				SPACE BAR										

A. Rex fixed sixty six saxophones in Texas.

B. Queen Quilla quaffed kumquats in Quebec.

C. Rex, Tex, Alex, and Felix are a quartet.

Bonus Lesson 28

Zola plans to visit Tanzania. Max asked, "Will you see some amazing zebras and lizards when you are there?" "Maybe, but I know I will not zoom around in that hot weather zone," said Zola.

Lesson 28

	q	w	e	r	t	y	u	i	o	p			
	a	s	d	f	g	h	j	k	l	;	"	RETURN	
SHIFT		z	x	c	v	b	n	m	,	.	?	SHIFT	
				SPACE BAR									

A. Liz did crazy, zany zigzags with pzazz.

B. Rex said, "Did you see my amazing prize?"

C. "Fuzzy, lazy lizards drive me crazy."

Bonus Lesson 29

Eliza doesn't like Vic's music because he plays the drums too loudly. "I love jazz music. It's my favorite," said Eliza. She isn't playing alone. Eliza and Jane play in a jazz band in Kim's garage.

Lesson 29

	q	w	e	r	t	y	u	i	o	p				
	a	s	d	f	g	h	j	k	l	;	"	RETURN		
SHIFT		z	x	c	v	b	n	m	,	.	?	SHIFT		
				SPACE BAR										

A. Isn't Gwen's brother driving? Let's go.

B. Lynn's van has four shelves, doesn't it?

C. "We've found the example that fits," said Vic.

Bonus Lesson 30 Keyboarding Rate

A. Did the quick, brown fox jump?

B. Is there time for some people?

C. Magician Vic can zap all yaks.

Lesson 30

	q	w	e	r	t	y	u	i	o	p			
	a	s	d	f	g	h	j	k	l	;	"	RETURN	
SHIFT	z	x	c	v	b	n	m	,	.	?	SHIFT		
				SPACE BAR									

A. Hal was quick to give us extra big pizzas.

B. My fine ax just zipped through the black wood.

C. Did five or six big jet planes zoom quickly?